


TO: Andrew Leavitt, Chancellor  
FROM: John Koker, Provost and Vice Chancellor   
DATE: December 9, 2019  
RE: Public Access Automated External Defibrillator (AED) Policy

On the recommendations of the Faculty Senate, Senate of Academic Staff, University Staff Senate, and Oshkosh Student Association Senate, I am recommending your approval of the Public Access Automated External Defibrillator (AED) Policy.

I have attached the policy for your review. Please contact me if you have questions regarding the proposal.

JK/eh  
Attachment

Approve

Do not approve

  
\_\_\_\_\_  
Signature

12/16/2019  
\_\_\_\_\_  
Date

**OFFICE OF THE PROVOST AND VICE CHANCELLOR**  
800 Algoma Blvd. | Oshkosh, WI 54901  
PHONE (920) 424-0300 | FAX (920) 424-0247 | WEB uwosh.edu/provost

## Public Access Automated External Defibrillator (AED) Policy

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### Purpose:

The University of Wisconsin Oshkosh is committed to providing a safe and healthy environment for all employees, students and visitors. The purpose of the Public Access Automated External Defibrillator (AED) program is to increase the rate of survival of people who have sudden cardiac arrests by providing this equipment. The goal of this policy is to:

- Enhance life safety response measures
- Meet regulatory compliance
- Provide consistency across the campus in AED installation, maintenance and use

### Responsible Person:

The Environmental Health & Safety (EHS) Coordinator in the Risk & Safety Department is the person responsible for this policy.

### Scope:

These guidelines apply to UW Oshkosh, UW Oshkosh-Fox Cities, and UW Oshkosh-Fond du Lac facilities with AED(s) in place and for some onsite AED-trained personnel. The UW Oshkosh Police Department in coordination with the Risk & Safety Department has approved training criteria, placement specifications, and program roles and responsibilities (which include inspections, maintenance, and record keeping).

### Definitions:

**Automated External Defibrillator:** A device that is designed to analyze a heart rhythm and advise trained or lay personnel when to push a button on the unit to deliver a potentially lifesaving shock (defibrillation) to the victim of a sudden cardiac arrest. The *fully automatic AED* administers a defibrillating shock (when appropriate) with no shock button for the user to press. The *semi-automatic AED* administers a defibrillating shock at the press of a button.

**CPR (Cardiopulmonary Resuscitation):** An emergency medical procedure using artificial blood circulation and respiration to maintain the flow of oxygen containing blood through the body. CPR can delay damage to body tissues and increase the opportunity for successful resuscitation without brain damage.

**Good Samaritan Law - Wisconsin Statute 895.48 (4):** Provides for civil immunity for certain persons who use, own and/or provide access to automatic external defibrillators. A layperson, (other than a trained provider such as an emergency medical technician or first responder) can use a public access defibrillator to provide emergency care to an individual who appears to be in cardiac arrest, without fear of liability.

**CPR & AED Training:** Training designed to teach performance of cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AEDs). The format consists of classroom/ video and hands on/skills training components. This training is available from the UW Oshkosh Police Department. Groups such as the American Heart Association and the American Red Cross, as well as various commercial agencies offer it as well.

**Policy Detail:**

**Purchase and Placement of AEDs by University Units:** Placement criteria for AEDs at UW Oshkosh, UW Oshkosh-Fox Cities and UW Oshkosh-Fond du Lac are established by the Risk & Safety Department using the information listed in the paragraphs below. Departments and work units are encouraged to contact the Risk & Safety Department (920-424-3215 or [risk.safety@uwosh.edu](mailto:risk.safety@uwosh.edu)) to obtain more information on AEDs.

The Risk & Safety Department, in consultation with the Environmental Health & Safety Committee will specify an appropriate manufacturer and model for use on all UW Oshkosh campuses.

In academic and administrative buildings, AEDs will be mounted in similar areas so they are easier for individuals to locate. These areas are close to the main entrance of the building, near an elevator, or near a lecture hall entrance. There are other locations for AEDs in large buildings, but the Risk and Safety Department will ensure that these three common areas identified are always used.

**Criteria for AED Placement:** Facilities or activities determined to be **high risk** for requiring an AED will meet **at least one** of the following criteria:

1. Use at fitness or recreational facilities, including swimming pools.
2. Use by high risk populations or personnel working at high risk activities:
  - such as energized electrical circuits
  - elevated heat exposure
  - health care facilities
  - activities involving high risk team sports
  - large gathering locations
  - other high risk event spaces

Facilities or activities that meet **all** of the following criteria are also considered high **risk**:

1. Difficult to navigate based on size, configuration or restrictions that inhibit immediate access.
2. Use by large numbers of people, but not necessarily at risk populations.
3. Location is more than several minutes response time for an AED to arrive from Police or EMS.

Facilities or activities determined to be **moderate risk** for requiring an AED will meet **two** of the following criteria:

1. Difficult to navigate based on size, configuration or restrictions that inhibit immediate access.
2. Use by large numbers of people, but not necessarily at risk.

3. Location is more than a reasonable response time for an AED to arrive from Police or EMS.

**Maintenance and Inspection Requirements for AEDs:** Maintenance of equipment is an important element in ensuring a successful program. The AEDs are maintained through the following processes:

1. The Risk and Safety Department will oversee the regular inspection of AEDs and coordination of maintenance. The "AED Monthly Inspection Form" is used to record the monthly inspections. At the Oshkosh campus, Campus Service Officers from the police department and a few other personnel conduct the monthly inspections of most of the buildings. At the Fox Cities and Fond du Lac campuses, Facilities Management employees conduct the monthly inspections. The Risk and Safety Department keeps the records of inspections. Installations of new AEDs will be determined in accordance with "AED Placement Criteria" (see above in the *Policy* section).
2. At all campus locations, Facilities Management will be responsible for initial installation. The Risk & Safety Department will submit a work order to Facilities Management when any additional installation or maintenance of AEDs is necessary.

AEDs are kept in cabinets designed specifically for them. These are inspected the same time the AED is. The Risk and Safety Department will submit any requests for repair or maintenance of the cabinets to Facilities Management. Maintenance Requests for UW-Fox Cities and UW-Fond du Lac cabinets should be submitted to the Regional Supervisor of Facilities Management.

**Additional Items Placed with AEDs:**

- Two pairs of non-latex gloves
- CPR barrier masks
- Scissors to easily remove clothing
- Disposable razor
- Cloth/towel/gauze

These items are kept inside the cabinet with the AED unit.

**Low Battery Signal:** When an AED inspection report indicates that the batteries are low in a unit, or when the Risk and Safety Department receives a report from a co-worker about an AED battery being low, a Risk and Safety employee will replace the batteries in that unit as *soon as possible*.

The Risk and Safety Department will ensure there is always a minimum supply of two sets of batteries available for such situations.

**Post-Incident Reporting Procedures:**

In order for the Risk & Safety Office to evaluate the effectiveness of UW Oshkosh's AED program, it is important that any department or administrative unit on any of the campuses using an AED make a report to the Risk & Safety Department as soon as possible following the use of the AED by calling 920-424-3215. This contact should be made *after* the emergency has been managed.

The report is Addendum B of this document. If the AED has internal data storage, the work unit is responsible to provide the data or the data card (not the AED) to the Risk & Safety Department as soon as possible following use of the AED.

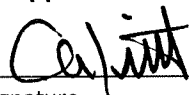
**Updates of the policy:**

This policy shall be reviewed every two years. The Risk and Safety Department will complete the initial review, and bring the policy to the EHS Committee for approval.

**Revision History:**

11/05/2019	Approved by Faculty Senate
11/06/2019	Approved by Oshkosh Student Association Senate
11/07/2019	Approved by Senate of Academic Staff
11/13/2019	Approved by University Staff Senate
	Approved by Chancellor

**Chancellor's Approval:**

  
\_\_\_\_\_  
Chancellor's Signature

12/16/2019  
Date

## Location of AEDs on UW Oshkosh Campus

## Addendum A

Albee, 1<sup>st</sup> floor near gym  
Albee, basement near elevator  
Arts & Communications, 1<sup>st</sup> floor, Lobby  
Blackhawk Commons, beverages area  
Campus Services Ctr., far end of hallway  
Ctr. For Equity & Diversity  
Clow, 1<sup>st</sup> floor, walkway to lecture halls  
Clow, 2<sup>nd</sup> floor, Atrium  
Clow Faculty, lower level by elevator  
Culver Family CC, Main Entrance  
Culver Family CC, Receiving  
Culver Family CC, 2nd floor  
Dempsey Hall, 2<sup>nd</sup> floor, near elevator  
Dempsey Hall, 1<sup>st</sup> floor, near elevator  
Donner Hall, lobby  
ERIC Lab, hallway  
Evans Hall, lobby  
Fletcher Hall, lobby  
Fredrick March Theatre, just past lobby  
Gruenhagen CC, lobby  
Halsey, 1<sup>st</sup> floor, south wing  
Harrington, entry off Elmwood  
Heating Plant, Main floor  
Horizon Village, lobby  
Kolf Sports Ctr., main-floor across from athletics  
Kolf Upper Field House  
Kolf, Rehab Dept., Unit 1  
Kolf, Rehab Dept., Unit 2  
Kolf, Rehab Dept., Unit 3  
Kolf, Rehab Dept., Unit 4

## Location of AEDs on UW Oshkosh Fox Cities

Hall 1300 Main Corridor  
Planetarium Entrance  
2<sup>nd</sup> Floor @ Math & Business Lab

## Location of AEDs on UW Oshkosh Fond du Lac

Main Commons  
Gymnasium

Lincoln Hall, Main Entrance-Child Care Ctr.  
Lincoln Hall, Online Educ. Entrance  
Nursing Ed, 1<sup>st</sup> floor  
Nursing Ed, 4<sup>th</sup> floor  
Polk Library, Circulation Dept.  
Polk Library, 3<sup>rd</sup> floor bridge  
Rec Plex, Main Entrance  
Reeve Union, main aisle near Titan Central  
Sage, 1<sup>st</sup> floor, hall across from Computer Lab  
Sage, 2<sup>nd</sup> floor, hall near stairway #2904  
Sage, 3<sup>rd</sup> floor, hall near stairway 3904  
Sage, 4<sup>th</sup> floor, near Mech. Equip Rm 4239  
Scott Hall, lobby near Scotty's  
Stud. Health Services/Radford entryway  
Stud. Rec & Wellness, 1<sup>st</sup> floor  
Stud. Rec & Wellness, 2 floor  
Student Success Ctr., near open stairway  
Stewart Hall, lobby  
Swart Hall, 1<sup>st</sup> floor, hallway  
Taylor Hall, lobby  
Titan Stadium, 1st floor, Team mtg. room  
Titan Stadium, Nat. O Rm 105  
Titan Stadium, Softball Bldg.  
Titan Stadium, Alumni Stadium Bldg.  
Third St. (Grounds), across from Supv. office  
Titan Stadium, main mtg. room  
Women's Ctr., near computer stations

Fieldhouse  
CAC Lobby (Theater)  
Childcare Center Lobby

